

# CITY OF CROWN POINT

## APPLICATION FOR EMPLOYMENT

Application must be completed in full even if attaching a resume. Please print using ballpoint pen.

Applying For	Full-time	Part-time	Seasonal
Position Applying For		Today's Date	
Date Available for Work		Expected Salary	

### PERSONAL

Full Name (first, middle, last)	Social Security Number
Present Address (street, city, state, zip)	Home Telephone#
Previous Address (street, city, state, zip)	Alternate Telephone#
Are any relatives presently employed with The City of Crown Point? If yes, name of relative:	Yes, No
Have you ever worked for the City of Crown Point? If yes, where and when?	Yes, No
Have you ever applied for employment with the City of Crown Point before? If yes, when?	Yes, No
Referred by:	

### GENERAL INFORMATION

If you are under age 18, please provide your age:	
Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the U.S.?	Yes, No
Have you ever been convicted of a crime?	Yes, No
If yes, please explain:	
Have you ever been discharged from employment or asked to resign?	Yes, No
If yes, please explain:	

**EMPLOYMENT HISTORY (Begin with your most recent employment)****1**

Employer Name, Address, Phone

Dates of Employment

Beginning and Ending Salary

Job Title and Responsibilities

Name and Title of Immediate Supervisor

Reason for Leaving

**2**

Employer Name, Address, Phone

Dates of Employment

Beginning and Ending Salary

Job Title and Responsibilities

Name and Title of Immediate Supervisor

Reason for Leaving

**3**

Employer Name, Address, Phone

Dates of Employment

Beginning and Ending Salary

Job Title and Responsibilities

Name and Title of Immediate Supervisor

Reason for Leaving

May we contact your present employer?

Yes, No

Please explain any periods of unemployment between jobs:

**EDUCATION**

High School Name and Address

Major/Degree

Did you Graduate? Yes, No

College Name and Address

Major/Degree

Did you Graduate? Yes, No

College Name and Address

Major/Degree

Did you Graduate? Yes, No

Graduate, Trade, or Other School Name and Address

Major/Degree

Did you Graduate? Yes, No

**ADDITIONAL EXPERIENCE OR QUALIFICATIONS**

List any other experience, skills or other qualifications, including volunteer work, which you believe should be considered in evaluating your qualifications for employment. Please include any prior military service you would like considered in connection with your application for employment.

**ATTENDANCE AND PUNCTUALITY INFORMATION**

Consistent attendance and punctuality are essential requirements of every job with the City of Crown Point. Please explain any restrictions to your availability and/or anything that would interfere with your regular attendance if you are offered a job with the City of Crown Point.

**BUSINESS REFERENCES**

Name, Business/Occupation, Phone

Name, Business/Occupation, Phone

Name, Business/Occupation, Phone

## NOTIFICATION AND AGREEMENT

### PLEASE READ BEFORE SIGNING

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE, AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

Questions regarding this statement should be directed to the Human Resources Director before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the City of Crown Point to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any and all other characteristic protected by Federal, State, or Local law.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the City of Crown Point from all liability that might result from making an investigation.

If hired, I agree to abide by all City employment rules and regulations, and understand that if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the City or me. I further understand that no representation, whether oral or written by any representative or agent of the City, at any time, can constitute a contract of employment. I understand that the City and its administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the City, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant my permission to confirm the information supplied by me on this application.

**APPLICANT SIGNATURE**

**DATE**